



KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 03-117	PAGE NUMBER 1 of 4
		SUBJECT: STAFF SKILL DEVELOPMENT: Correctional Internship Program	
Approved By:  Secretary of Corrections		Original Date Issued: 08-15-82	
		Current Amendment Effective: 08-29-08	
		Replaces Amendment Issued: 04-21-02	
Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued: 09-19-11	

POLICY

Subject to the approval of the Secretary of Corrections, college students may be utilized as interns in facilities, programs, and offices. All internship agreements, including placements with contract service providers, shall be developed in cooperation/consultation with an educational institution and shall be part of a university/college degree program. (APPFS 3-3018)

DEFINITIONS

Intern: A student participating in a compensated or non-compensated supervised work experience for which the individual may receive university/college credit.

PROCEDURES

I. General Requirements for Participation

- A. Student interns shall have successfully satisfied the college/university's requirements for completion of the freshman year at the conclusion of the semester immediately preceding the internship experience.
 1. A transcript shall be provided in order to confirm the completion of these hours.
- B. Student interns shall have a declared major in one of the following academic areas:
 1. Corrections;
 2. Administration of Justice;
 3. Social Work;

4. Sociology;
 5. Psychology;
 6. Counseling;
 7. Correctional Administration;
 8. Public Administration;
 9. Education;
 10. Business Administration;
 11. Court Administration;
 12. Accounting;
 13. Nursing;
 14. Pre-Med;
 15. Information Systems; or,
 16. An appropriate major for unique types of assignment (i.e., chaplaincy, personnel, attorney, paralegal, etc.).
- C. The student shall have the written consent of a representative of the individual's university/college to enroll for the internship credit.
- D. Those considered for appointment to a corrections officer position must be at least nineteen (19) years of age.

II. Responsibilities of the Participating Facility/Unit

- A. Each facility or organizational unit wishing to establish an internship program within a particular area of operation shall submit a written proposal to the Secretary. At a minimum, the proposal shall:
1. Specify the area of operation within which interns will be utilized;
 2. Identify the position within the organization who will be responsible for supervising the intern(s);
 3. Describe the intern's scope of work;
 4. Describe the intended outcomes of the internship experience; and,
 5. Describe how the internship program will be evaluated.
- B. Each facility or organizational unit authorized by the Secretary to establish an internship program shall develop a formal individualized program plan for each intern.
1. Such plans shall provide the intern with a variety of work experiences related to the position for which they are hired or assigned and maximum exposure to the functioning of the facility or organizational unit.

2. The intern program plan shall be submitted to the university/college representative(s) for review and approval.
 3. The intern program plan shall be signed by the university/college representative(s), appointing authority, and the student intern.
- C. Each facility or organizational unit having authorization to conduct an internship program shall prepare a description for each post/position to which an intern may be assigned.
1. The post/position description shall clearly outline the limits of the intern's authority.
- D. After authorization of the Secretary is obtained to establish an internship program within a particular area of operation, the selection of interns shall be the responsibility of the appointing authority for the facility or organizational unit.
- E. Prior to receiving any work assignments, student interns shall receive 16 hours of orientation. This orientation shall include:
1. A review of the facility's or organizational unit's mission;
 2. Facility or organizational unit policies and procedures;
 3. Facility or organizational unit rules and regulations; and,
 4. Descriptions for each post/position to which the intern may be assigned.
- F. The facility or organizational unit shall prepare a formal evaluation summary at the conclusion of the internship period for use by the university/college in arriving at a grade for the student intern.

III. Responsibilities of the Participating College or University

- A. The participating university/college may promote the internship program by providing the appointing authority of the facility or organizational unit with a list of students and their telephone numbers, who have expressed an interest in participating in the internship program.
- B. A representative of the participating university/college may meet periodically with the student intern and/or designated supervisory staff member to assist in synthesizing the work experience with classroom instruction.
- C. The participating university/college shall determine the grade to be assigned to the student.

IV. Responsibilities of the Student Intern

- A. At the request of the university/college intern supervisor, the student intern may be asked to prepare a summary of activity prior to the completion of the internship experience.
- B. The student intern shall be subject to all rules and regulations of the Department, facility, or unit where they are assigned.

V. Appointment and Restrictions

- A. The warden or other work unit administrator shall advise the Human Resource Manager of the selection and approval of intern employment or placement.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

APPFS 3-3018

ATTACHMENTS

None.